## **Privacy**

## HowardSimon Privacy

HowardSimon's clients entrust with a vast amount of confidential data. HowardSimon's clients, associates, suppliers and visitors provide us with vast amounts of personal information. Protecting the privacy and security of this information is a core value at HowardSimon. If you have any questions regarding this statement or your data, please contact us directly at <a href="mailto:support@hsimon.com">support@hsimon.com</a>.

## HowardSimon Online Privacy Statement

Privacy Statement for HowardSimon Mobile Application

HowardSimon is committed to protecting the privacy and security of all personal information that we collect and process. We receive personal information from our clients about their current, prospective and former employees as well as employee dependents and family members, as needed.

This statement explains our practices pertaining to all of the personal information we receive from our clients as a data processor.

HowardSimon will only collect and process your personal information as instructed, and agreed to, by our client (Employer) in the Service Agreement (Agreement). HowardSimon will disclose that information as guided and directed by the Agreement. Our agreements with each Employer can vary based on the specific concerns or requirements. In general, this means:

- HowardSimon will always maintain reasonable and appropriate security controls to protect your data.
- HowardSimon will always take great care to protect and safeguard all personal information, no matter where it is processed.
- Any additional data collected or entered on this site will be treated with the same level of care with which all other Employer data is treated.
- HowardSimon will only use the information provided to it by the Employer to fulfill its
  obligations under the Agreement. However, HowardSimon will be transmitting personal
  information as directed by the Employer in the process of fulfilling its obligations under the
  agreement.
- HowardSimon may use personal information in the compilation of statistical data in which the Employer and individual information is not identifiable, which statistical data shall be the sole and absolute property of HowardSimon. HowardSimon shall have the sole right to use, sell and distribute such statistical data.
- HowardSimon will disclose personal information if compelled to do so by law, such as in the case of a subpoena or court order.

HowardSimon cannot discuss the specific terms and conditions. Accordingly, if you have specific questions regarding the Agreement between HowardSimon and the Employer, you should contact your HR Department.